

CITY OF BEAVERTON

Structural Plans Examiner

General Summary

Review construction plans for commercial, industrial and multi-family buildings for compliance with structural standards, codes, ordinances and zoning requirements. Approve or deny plans. Attend pre-design and plan review meetings with developers and contractors. Conduct field inspections.

Key Distinguishing Duties

Perform a complete and detailed engineering review of all structural aspects of the structural plans and calculations for complex commercial, industrial and multi-family building structures. Complex structures include (but not limited to): bridges, tanks, towers, multi-story building,; eccentrically loaded structures; structures designed using non-empirical engineering methods; or structures using non-standard construction material (i.e., carbon fiber reinforcing, straw-bale, composite structural materials, etc).

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Review structural engineering construction plans and calculations for commercial, industrial and multi-family buildings for compliance with the Oregon State Specialty Codes and other accepted engineering standards and practices, and other standards, codes, ordinances and zoning requirements.
2. Approve or deny plans for issuance. Identify plan deficiencies and notify applicants of required alterations. Work with applicants to resolve problems. Determine the value of buildings for permit fees and approve building permits.
3. Participate in pre-development and facility review meetings addressing code issues or plan deficiencies.
4. Work with representatives of other City departments, other governmental agencies, private developers and consultants to resolve engineering design problems related to the Oregon State Specialty Codes.
5. Provide technical assistance to the public and construction representatives on code questions plan review and processes. Assist applicants in completing the building permit process.
6. Maintain and file applications, documentation and records. Enter plans review information into computer system. Initiate plan check letters as required.

7. Perform site observation visits as needed on commercial, industrial, multi-family and residential projects to determine compliance with the Oregon State Specialty Codes Conduct field inspections as needed.
8. Assist permitting and plan review staff on single-family projects.
9. Coordinate with other plan examiners, divisions and governmental agencies related to commercial, industrial and multi-family building projects.
10. Provide technical advice to commercial and residential plans examiners on applicable state codes, structural engineering principles, details and construction practices.
11. Serve as a member of the Building Division management team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Assist with preparation of the Division's budget.
12. Participate in department/division/section operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
13. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
14. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and general public.
18. Participate in the City Emergency Management program including classes, training sessions and emergency events.
19. Follow standards as outlined in the Employee Handbook.
20. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of safety standards and work procedures related to building inspection.
- ◆ Advanced knowledge of state and local building codes, ordinances, rules, laws and regulations governing plans examination for single and multiple family dwellings, commercial and industrial structures.
- ◆ Expert knowledge of practices and principles of structural engineering, inspection, construction, or architecture, including safety design as related to plans examination.
- ◆ Expert knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, plans examination, construction and inspection.
- ◆ Expert knowledge of multi-family, commercial and industrial construction materials and methods.
- ◆ Working knowledge of state and local mechanical codes, ordinances, rules, laws and regulations and related mechanical systems.
- ◆ Advanced knowledge of rules and procedures for the administration of building, mechanical, plumbing and electrical codes for multiple family, commercial and industrial structures.
- ◆ Working knowledge of new construction provisions of the fire code.
- ◆ Advanced knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Expert knowledge in computer applications and uses for performing structural engineering calculations and project management activities.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Expert knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Expert ability to read and interpret blueprints and building plans and specifications. Expert ability to use engineering and architect measuring tools.
- ◆ Expert ability to assess structural integrity of buildings, analyze engineering issues, accepting or suggesting alternative approaches to the same issues.
- ◆ Expert ability to interpret structural engineering calculations to determine compliance with the Oregon State Specialty Codes and other accepted engineering standards and practices.
- ◆ Advanced ability to maintain complete and accurate records.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor of Science degree in Civil or Structural Engineering or a related field and 2 years progressively responsible experience in plans examination, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ State of Oregon registration as a Professional Civil or Structural Engineer or equivalent nationally recognized certification* required.
- ◆ State of Oregon A-level Plans Examiner certification or equivalent nationally recognized certification* required.
- ◆ State of Oregon One and Two Family Dwelling Plans Examiner certification or equivalent nationally recognized certification* required.
- ◆ State of Oregon Fire and Life Safety Plans Examiner certification or equivalent nationally recognized certification* required within twelve months of appointment.
- ◆ State of Oregon A-level Mechanical Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon A-level Structural Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon One and Two Family Structural Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon One and Two Family Mechanical Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.
- ◆ Equivalent nationally recognized certifications require an Oregon Inspector Certification.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads; occasional physical exposures of the Building Inspector classification.

Classification History

Created: July 2004

Classification specification: Structural Plans Examiner

Revised: 11/05
Revised: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date